

Notes on the admission process

Last update: April 2023

Application for admission

Please submit the application for admission to the doctoral office on two separate sheets of paper - signed by you and by the supervisor.

Please note that for some doctoral subjects institute-specific regulations apply. These can be found on the website.

For doctoral students of Geography and Didactics of Geography an additional supervision agreement is necessary.

Other required application documents

In addition to the application for admission, please submit a copy of your identity card or passport containing your photograph, surname, first name, place and date of birth.

Furthermore, the certificates and diplomas of all study degrees (e.g. Bachelor and Master) must be submitted to the doctoral office as officially certified copies or as originals with a single copy.

>Notes on international university degrees:

For degrees from international universities, please also submit your certificates and transcripts in German or English as an officially certified translation. If you already have an official confirmation of equivalence, please also submit this. Otherwise, we will submit your documents to the relevant office for confirmation of the equivalence of your international degrees with a German university master's degree. A decision on your admission can only be made once the confirmation of equivalence has been received.

Letter of Admission

Your application will be reviewed by the doctoral office. After the approval of the institute and the doctoral committee of the faculty, you will receive the notice of admission from the doctoral office. Your certified documents, the confirmation of equivalence and a copy of the admission letter will remain in the promotion office for the subsequent doctoral procedure and will not be forwarded to the university's enrollment office. The four-year doctoral period officially begins for you on the date of the notice of admission.

Enrollment/ Registration

Within one month after you have been admitted to the doctoral program, you must contact the Enrollment Office for Doctoral Students with your notice of admission and enroll as a doctoral student. If you are employed at HU, you can choose whether to enroll or register. You must remain enrolled or registered until the doctoral program is opened.

The enrollment office for doctoral students provides the necessary [forms](#) and a [FAQ](#) for this purpose.